All pp. 1-9 *praesim*

3 May 1957 *mR*

MEMORANDUM FOR RECORD

SUBJECT: List of Selected Historical Records in OO (Central Records, Only), 1953-56

1. As of March 1955, when the DD/S Records Management Staff last made a general survey of the records of the AD's office in OO, the total accumulation of files in that office numbered some 12 different, organized files (or "series"), and about 31 linear feet in bulk (the equivalent of about 4 4-drawer cabinets. (See the RM Staff's "records control schedule" for OO, March 1955, SECRET, on which the notes below, taken today, were based.) The records that cover specifically the 1953-56 period (that is, those of immediate concern to the Historical Staff) are in general not organized separately from the earlier files. In most cases, in fact, they go back to OO's beginnings in 1946.

2. The list below represents my selection of OO's files (6 series in all, about 17 linear feet) which seem (on the basis of the RM "schedule", only) to contain historically significant material for the current historical project. The entries below indicate in particular:

1. How a file is commonly known (that is, its title; useful ultimately for footnote purposes);
2. Whether it covers all or part of the period 1953-56;
3. How bulky (or small) it is;
4. What kinds of typical documents it contains, and what general subjects they deal with;
5. How the file is organized and (in some cases) how it is indexed (that is, what short-cuts can we make use of);
6. Whether the file is in danger of being destroyed as a "temporary" file, before we have had a chance to use it.

3. The records below deal, of course, not only with OO in general, but also comprehensively with the work of its four major divisions, in particular:

STATSPEC

1. Sovmat Staff
2. FBD
4. Contact Division

In addition, they doubtless show, in detail, OO's working relationships with OCD, with the DD/I's several production offices, with the DD/P offices which required OO's support, and with the IAC member agencies served by OO.

4. Whoever in the Historical Staff will be using this list, as a bibliographical introduction to OO's history, should be cautioned that the records listed below, significant and basic as they are, include only such files as happened to be in the AD's office of OO as of March 1955, when the RM survey was made. In particular, the list below does not show (1) what records, for the period 1953-56, may already by now have been destroyed, in accordance with the RM Staff's approved "schedule"; nor (2) what records may by now (or earlier, before March 1955) already have been retired to the CIA Records Center. The details as to the latter point (item 2) will be checked as soon as the Historical Staff has made an inspection of the OO holdings in that Center.

5. Finally, in addition to the records of the AD's immediate office, this is a reminder that there are still other OO files — larger and more numerous for the most part, which were (and are) kept by the four component divisions of OO. (Because of the "layering" and "echeloning" of records, similar papers sometimes appear both in the AD's office and in the OO divisions.) These divisional files, which are being described by me in separate "memos for record", are as follows:

1. Sovmat Staff (see memo of May 3, 1957)
2. FBD (in preparation)
4. Contact Division (in preparation)

STATSPEC

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3 May 1957

Central Records of OO

(That is, records kept in the office of the AD,
██████████████ as of March 14, 1955)

1. "Subject File," 1946-date. 14 linear feet. Alphabetical
subject file on OO (and its predecessors), obviously going back to
its very beginnings in ███, and covering comprehensively its "policies,
procedures, decisions, functions, planning, agreements, and ... acti-
vities," and bearing in general on "the direct collection of intelli-
gence information from selected overt sources." This is a "permanent"
file, to be sent to Records Center in annual blocks, when 1 year old.
(See also "Top Secret" file, separately organized as series No. 2).

3. "Daily Diaries," 1946-date. 8/10 linear foot. Covers activities
of AD and Deputy AD of OO, in particular; a "permanent" file, kept in
OO "indefinitely." (See also chrono files of AD/O; series No. 8, below.)

5. OO "Budget Officer's Files," 1946-54 (only?). 2 linear feet.
Copies of "budget estimates and authorizations, monthly financial
reporting statements, and monthly allotment ledger sheets." These are
used in forecasting, planning, and controlling disbursements for the
entire OO. This is a "permanent" file, to be sent to Records Center
in annual fiscal-year blocks when 2 years old.

7. "Collection Directives," undated ("current" file, only).
2/10 linear foot. Copies of requirements served on OO by "other IAC
agencies" (other than by CIA offices? -- M.P.C.) Other copies are sent
directly to the OO divisions (for action) by OCD.

8. "Convenience File (Reading)," 1953 (only) to date. Less than
1 linear foot (?) Chrono file of AD/O and DAD/O, in particular. (See
also chrono files of individual divisions of OO.) Unlike most other
CIA chrono files, this one is regarded by OO as a "permanent" file,
not to be destroyed. It is to be sent to Records Center in annual
blocks when 1 year old.

9. "Personnel Locator Card File," 1946-date. 4/10 linear foot.
3x5 cards. Covers all OO personnel. "Inactive" cards are kept 6 months,
then destroyed.

Distribution: *following HS folders :*
Orig - OO
#1 - RM Staff, DD/S
#2 - Soviet Staff, OO
#3 - FBD/OO
██████████
#5 - Contact Division, OO

CASE FILE (DESCRIPTION)

CHARGE TO	DATE	CHARGE TO	DATE

CASE FILE CHARGE-OUT CARD

FORM NO. 119 REPLACES FORM 36-152
1 AUG 54 WHICH MAY BE USED.

(7)

CASE FILE (DESCRIPTION)

INSTRUCTIONS
Place card upright in place of charged out folder
Place card horizontally in returned file folder.

CHARGE TO	DATE	CHARGE TO	DATE

CASE FILE CHARGE OUT CARD

FORM NO. 119 REPLACES FORM. 36-152
1 AUG 54   WHICH MAY BE USED.

(7)

AREA OR COUNTRY(S)	ORGANIZATIONS	FUNCTIONS & TOPICS	PERSONALITIES	DOCUMENT
HQ	OO/C	Records		DATE: 1957
				CLASS.: S
				NO.:

IDENTIFICATION OF DOCUMENT (author, form, addressee, title & length)

Historical Staff File: Contact Division/OO - Records

LOCATION:
HS/HC-161

ABSTRACT

25X1A

This file contains listings of historical records relating
to the Contact Division for years 1953-1956 prepared by
███████████--three listings.

Contact Division, OO

25X1A

28 June 1957

M. ?. C. ███████ *(1 July 57)*

MEMORANDUM FOR RECORD

SUBJECT: List of Selected Historical Records of <u>Contact Division, OO,</u>
1953-56

REFERENCE: Records Management Staff, "Records Control Schedule" for
OO/C headquarters (18 May 1954) and for OO/C field offices
(14 April 1954), both Secret (on file in RM Staff; dupli-
cates in OO and in Records Center)

1. As of May 1954, the current operating records of OO/C
headquarters were organized into 16 major series, according to a
survey made then by the RM Staff (see reference, above). Although
that survey has not as yet been brought up to date and covers only
two of the four years of the Historical Staff's current interest
(1953-56), it probably accounts for most of the recurring types of
OO/C records for the entire 1953-56 period of CIA's history. Unlike
the RM's later surveys, this early survey did not, however, indicate
inclusive dates nor volume, but it nevertheless does serve as a
partial and introductory guide, at least, to OO/C's historical records
during that period.

2. Of the 16 record series surveyed, 6 have been selected
(from an examination by me, today, of the schedule cited in reference)
as those most likely to contain historically useful material on the
1953-56 period of CIA's history. In addition, I have added a summary
(at the very end, below) of the OO/C field records.

3. Most of OO/C's records that appear to me to be historically useful are already labelled by the RM Staff as "permanent" records, and hence are not in danger of being destroyed. To this extent the Historical Staff's evaluations confirm those made by the RM Staff three years ago. In other cases, however, a number of our selections are regarded by RM as "temporary" files, subject to periodic destruction, either directly by OO/C or (after a period of temporary storage) by the Records Center. If these temporary records are to be saved, it will be necessary to negotiate with the RM Staff, as soon as feasible, toward the end of having a "stop order" placed on those series.

4. Meanwhile, the list below should also be checked, as soon as possible, against the Records Center's actual holdings of the non-current segments of the OO/C records, with the immediate objective of compiling lists that are historically more complete and also accurate enough to permit us to borrow expeditiously those items that are specifically pertinent to our 1953-56 historical needs.

5. As a further caution about the list below, it should be added that OO/C's history is documented not only in OO/C's own files (below), but also (and equally abundantly, it appears) in the central records of OO, kept in the AD/'s office. (See my earlier memo on OO central records, 3 May 1957.) There are also numerous pertinent folders of correspondence about OO/C and its field activities to be found in

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the records of other DD/I offices--in particular in those offices which OO's collection efforts were serving. (Cross references to some of these listings of non-OO records are included, by way of example, in the Historical Staff working file on "OO history, 1953-56.")

25X1A

Distribution in HS working files, 1953-56:
        Orig.--"OO" folder
        CC. --filed under RM Staff; Contact Division, OO

SECRET

25X1A

Contact Division, OO

(Records as of 18 May 1954; ▊▊▊▊▊▊▊ in charge, in behalf of ▊▊▊▊▊▊▊ 25X1A

1. "Operational Correspondence Files," undated. Bulk not indicated. These files relate broadly to OO/C organization, functions, policies, and modes of operation. Included are Correspondence, Organization Charts, T/O's, OO Administrative Issuances, Semi-annual Activity Reports, Instructions to the Field Offices, etc. These are permanent files to be sent to the Records Center in annual blocks when 1 year old.

2. "Information Report File," undated. Bulk not indicated. These apparently are sets of Information Reports issued in ▊▊▊▊ 25X1A and similar series " of OO/C's reports. Also permanent; to be sent to the Records Center when 2 years old.

5. "Chrono Files, and Teletype Files," undated. Bulk not indicated. These files which are kept "by all organizational units" in OO/C are "temporary" records, to be destroyed when 1 year old.

7. "Contact and Source Files," undated. Bulk not indicated. 25X1C These files, which are kept by the Index Branch, are case files on ▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊▊ sheets," "evaluation sheets," and other papers. Arranged numerically by "assigned number." This is called a "temporary" file but destruction is not "authorized." Case files inactive for 2 years are to be sent to the Records Center, in annual blocks.

8. "Guide Requirement Files," undated. Bulk not indicated. A "temporary" file to be sent to the Records Center in annual blocks of inactive cases.

9. "Specific Requirement" Files, undated. Bulk not indicated. This is a "temporary" file sent to the Records Center in annual blocks, but destruction is not "authorized."

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OO/C Field Offices Files

(Records as of 14 April 1954; ███████████ in charge)   25X1A

Note: This schedule does not contain a separate listing for each OO/C field office but only a composite listing of the recurring types of records common to all of them. Whether any of the files below are historically unique or have some other special historical significance, not to be found in the OO/C headquarters files, is not clear from this schedule. In any case, many, if not most of the records accumulated in the field, are duplicated in the central files of OO/C previously listed above. The Records Management Staff regards each of the 9 types of records below as "temporary" files to be destroyed at periodical intervals of varying length. The series selected below might have some special or general historical value for the history of CIA:

1. "Correspondence File," undated. Bulk not indicated. These are subject files relating to the "internal operation and administration of each field office."

2. "Chrono Files and Teletype Files," undated.

4. "Contact and Source File," undated. Bulk not indicated. These are case files on OO/C's contacts divided into two sub-files:
   (a) "'X' Sources"—"sources on whom all information is forwarded to headquarters;"
   (b) "'Y' Sources"—"sources on whom information identifying the source is not forwarded to headquarters."

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